

**CITY OF MILWAUKIE
CITY COUNCIL WORK SESSION
February 7, 1995**

The work session opened at 5:30 p.m. The following Councilmembers were present:

Craig Lomnicki,
Mayor
Rick Farley

Jean Schreiber
Rob Kappa
Don Trotter

Staff present:

Dan Bartlett,
City Manager
Charlene Richards,
Assistant to the
City Manager
Tim Ramis,
City Attorney

Angus Anderson,
Finance Director
Maggie Collins,
Community Development Director
Debbie Bischoff,
Senior Transportation Planner
Pat DuVal,
Recorder/Secretary

Also present:

Chuck Swank,
Grove, Mueller, Hall & Swank

Review Comprehensive Annual Financial Report

Angus Anderson, Finance Director, introduced Chuck Swank from the City's auditing firm, Grove, Mueller, Hall & Swank.

Swank discussed the management letter and the areas in which the City would have an opportunity to strengthen internal controls and operating efficiency. These areas were:

1. Check Signer. **Swank** said duties should be segregated so the same person does not process the cash disbursements and operate the check signer.

Councilmember Farley said there should also be a third person for backup in the event one of the regular employees responsible for the issuance of checks is not available. That person could act as an emergency signer.

Swank agreed that there would have to be enough signers available. Someone could be assigned as a backup. He suggested that checks under \$500 might only need one signer.

2. Vendor Acceptance. **Swank** recommended that the City develop a policy for formal vendor acceptance, to assure that only approved vendors are paid.

Anderson said the size of the department made it difficult to separate duties. Bonnie Shield handles the invoices and the check writing. Signing and mailing the checks are the third and fourth steps. He said he signs off on the check edit before any checks are run. He said he would probably assign Pat Walsh to run the checks through the signer. He said the department would also work on a vendor acceptance policy.

Councilmember Schreiber asked if there was competition for vendor status with the City of Milwaukie. **Anderson** said there was not.

3. Cash Receipts. **Swank** discussed the need for supporting documentation for certain cash receipts. As an example, he noted a deposit of \$480,000 that was deposited incorrectly and took six months to resolve because there was no supporting documentation. Standardized methodology is needed.

Anderson reviewed the recently implemented procedure for depositing large checks in the amount of \$100,000, or more. When the department needs to deposit a check immediately, the receipt is completed and either he or Jim Stockton, Senior Accountant, review it.

4. Payroll. **Swank** recommended using the payroll service to access more computer-generated information. The benefit would be increased accuracy while saving labor costs.

Anderson said staff is continuing its training on the system. He added that a full reconciliation is done on each payroll.

5. Utility System. **Swank** discussed the concern that the monthly utility billings are not reconciled to the revenue accounts. This would cross-check the accuracy of the system.

Anderson said the department has already begun addressing this issue.

6. Business Licenses. **Swank** discussed the need for increased control to assure that all businesses operating in the City are billed and that the appropriate amount is being collected. This would also need to be accomplished in a cost-effective manner.

Anderson said Jan Vallandingham was using the reverse directory to locate businesses.

Bartlett said there is an electronic phone number system that the City could purchase, but he questioned that it would be cost effective. He added that Jan was working with business parks to identify new tenants. The City also contacts people who put flyers soliciting business on utility poles.

7. Court Reconciliations. **Swank** said that Court personnel was continuing to work on reconciling the accounting records to the general ledger.

Anderson said he was proud of what was being done in Court. Billings are now done on a monthly basis. By the end of this month, bail will be reconciled.

8. Fixed Assets. **Swank** said the City has not updated its fixed asset inventory since 1989, although capital outlay figures have been picked up.

Anderson said it was in his budget to contract for a fixed asset inventory that would include evaluation and depreciation.

Swank added that this has some insurance benefits.

9. General Ledger. **Swank** noted that reconciliations of balance sheet accounts were not being prepared in a timely manner.

Anderson said all reconciliations are now done on a monthly basis and completed by the tenth of the following month.

Councilmember Farley asked if a contractor could slip by without a business license. **Anderson** said the contractor would usually be caught during the inspection process.

Swank discussed employee cross training. He said, although it can be disruptive to an organization, it is good for internal control. **Anderson** agreed that cross training was good for both the organization and the employee. He said to fully implement cross training in the Finance Department would be about a two- or three-year process.

Transportation System Plan Update

Debbie Bischoff, Senior Transportation Planner, updated City Council on the Transportation System Plan (TSP) project. She summarized the Transportation Planning Rule requiring local governments to complete a long-range, multi-modal plan. The City received a Transportation and Growth Management Program grant from ODOT and DLCD that includes a project deadline of June 30, 1995. Two aspects that Milwaukie needs to address are: (1) reduce parking and vehicle miles by 10% in the next twenty years; and (2) develop a plan that is fundable. **Bischoff** had a timeline of the TSP project on which the technical and public involvement elements were being done simultaneously.

Mayor Lomnicki asked if the TSP would look at issues like speed humps on 32nd Avenue. **Bischoff** said the TSP would usually be more general; however, more specific programs could be considered.

Bischoff displayed maps from Milwaukie's GIS division. The first map indicated the locations of sidewalks in the City. The greatest number of sidewalks exist in the downtown and MarketPlace areas.

The next map showed an inventory of bicycle facilities in the City. **Councilmember Farley** asked about bike lanes on the Springwater Corridor. **Bischoff** said the Springwater Corridor bike lanes would be in addition to the City's inventory. The Corridor is close to Johnson Creek Blvd., but staff believes many people will use the on-road facilities. Current bus routes were shown on the public transportation map.

Bischoff said the Transportation Plan would be complete by June and will go through periodic updates.

Councilmember Schreiber said she thought there would be people interested in finding out where sidewalks and bus lines will go in the future and asked if copies of these maps were available to the public. **Bischoff** recommended that interested parties contact the Community Development Department.

Bischoff said the figures indicate a need for more bike facilities and transportation connections. Most of the routes are adequate, and there is not too much congestion. There are some delays at Harrison at McLoughlin Blvd. and 32nd Avenue; and Johnson Creek Blvd. at 32nd Avenue, Linwood Avenue, and 82nd Avenue.

Councilmember Kappa asked if these volumes were measured at peak hours. **Bischoff** said the traffic counts were taken between 4:00 p.m. and 6:00 p.m. Intersections that could become a problem in the future are Linwood at Harmony and 34th Avenue at Lake Road.

Councilmember Trotter asked if the problems at Harrison and McLoughlin were observed before or after completion of the jughandle. **Bischoff** said probably after construction. She added that side streets generally suffer when a large volume of traffic is being moved on a highway.

Bischoff said, now that existing conditions have been identified, staff and working groups will look at the next twenty years. Staff is concerned about Johnson Creek Blvd. at both Linwood and Stanley Avenues and King Rd. at 43rd Avenue. She discussed the County's plan for signalization at Linwood and Johnson Creek Blvd.

Councilmember Farley said sometimes there are 20-30 cars backed up behind a slow driver on King Rd.

Councilmember Kappa said he hears complaints about King Rd. all the time.

Bischoff said that, once transportation needs are identified, the City will work with Metro 2015 data to help identify future needs. The City will also look for ways to fund projects to meet these needs.

Councilmember Schreiber asked if the City was working with Clackamas County. **Bischoff** said a lot of work is being done with the County. Technical people from the County and Tri-Met, among others, are sharing information.

Bischoff discussed the public involvement portion of the program. The Roads Working Group report indicates a concern about major east/west connectors in the City. The Group is also interested in intersection improvements, signage, freight routes, speeding, and truck routes through the City. The Ped/Bike Group has a long list of desirable changes that include the availability of bike racks and lockers. This month, the Transit Working Group evolved from the Light Rail Group.

Councilmember Kappa asked if there was any feedback from freight haulers. **Bischoff** said representatives attended the December meeting, and their continued attendance was encouraged. The working groups are developing goals, objectives, and policies to reflect the different modes of transportation within the TSP.

Councilmember Schreiber asked if the Ped/Bike Working Group members saw themselves as more than recreational. **Bischoff** said the group is very knowledgeable, and some members either bike or walk to work instead of driving. The Plan needs to look at ways to encourage alternate forms of transportation.

Bischoff said the Plan will also look at what is adjacent to the roadways. She had a map of arterials and where they lie in the City. The data indicates that there is a lot of residential along the major streets. Each modal element will have a primary system.

Mayor Lomnicki said he thought it would be helpful if the various elements of the Plan could be on acetate overlays, rather than individual diagrams.

Bischoff summed up her presentation by saying that the City was looking at the function of roadways as being multi-modal. Arterials and collectors get people into and out of the City. The Working Groups and staff will prepare a final feasibility report and a funding recommendation. Technical agencies will review the projects and continue to work with the City Council and Planning Commission.

Pat DuVal

Pat DuVal, Recorder/Secretary

